

EVMS Specialist Certification Program (ESCP) Enrollment Application

Submit to the ESCP Board: ESCPBoard@DCMA.mil

PART A: APPLICANT INFORMATION

Last Name:	First Name:	Middle Initial:
(Series, Grade):	Office:	DCMA Username:
Phone:	E-Mail:	

Currently Enrolled in the Keystone Program?

Yes No

PART B: EVM HISTORY MATRIX & MASTER DEVELOPMENT PLAN

(Information below is mandatory, application will be returned if missing.)

Completed EVM History Matrix Attached (ESCPI-104)?

Yes No

Completed Entry / Journey / Expert (circle one) Master Development Plan Attached (ESCPI-101, 102, or 103)?

Entry Journey Expert

Course Equivalency Requested? If Yes, Completed Equivalency Request Form Attached (ESCPI-106)?

Yes No

PART C: INDIVIDUAL PERFORMANCE PLAN (IPP) UPDATE TO INCLUDE ESCP

Applicant's Individual Performance Plan (IPP) Has Been Updated to Include an EVMS Specialist Certification Program (ESCP) CTMA Element?

Yes No

Applicant's electronic Individual Development Plan (e-IDP) has been updated to include all of the coursework and work experience as required by the ESCP?

Yes No

PART D: SIGNATURE OF APPLICANT AND REQUESTING OFFICIALS

Applicant:

(Signature & Date)

Training Coordinator:

(Signature, Printed Name, Phone Number, Date)

Supervisor:

(Signature, Printed Name, Phone Number, Date)

Applicant is requesting enrollment in the EVMS Specialist Certification Program due to: (Check one):

Mission Essential (Priority 1)

Skill Replacement (Priority 2)

Career Enhancement (Priority 3)

PART E: TO BE COMPLETED BY ESCP BOARD ONLY

ESCP BOARD DECISION (Signature, Printed Name, Phone Number, Date)

Accepted

Declined (provide rationale below)

The Applicant will enter the ESCP at which level?

ENTRY

JOURNEY

EXPERT

Mentor assigned:

(Typed Name, Email Address, Phone Number)

Protégé(s) assigned (applicable only if enrolling at the Expert level):

(Typed Name, Email Address, Phone Number)

Rationale for Declining this Application:

How to complete this form:

PART A: Provide the Applicant's requested information. For "Office", include the office symbol and description (e.g. DCMAC-V, Earned Value Management Center). If the Applicant is currently enrolled in the Keystone program, select "Yes."

PART B: The "EVM History Matrix" (Document Control ID# ESCPI-104) is used to determine which of the three certification levels (Entry, Journey, or Expert) the Applicant qualifies for. Since Applicants may have already satisfied many of the training and experience requirements of the ESCP, it is possible to enroll in the ESCP at a level higher than "Entry." Based on the certification level that the Applicant qualifies for (from the output of the EVM History Matrix), the next step is to complete the FIRST PAGE ONLY of the appropriate Master Development Plan (Entry [ESCPI-101], Journey [ESCPI-102], or Expert [ESCPI-103]). **Both the completed EVM History Matrix and the completed first page of the appropriate Master Development Plan shall be included as attachments to this Enrollment Application before being submitted to the ESCP Board.**

If the Applicant has completed courses and/or work experience that are unlisted in the EVM History Matrix and the Applicant believes they would qualify as an "equivalency" to the courses and/or work experience that are listed in the EVM History Matrix, then the Applicant shall complete the "Equivalency Request" form (ESCPI-106) and include it as an attachment to this Enrollment Application before being submitted to the ESCP Board. If the equivalency request is granted, then the Applicant may be requested by the ESCP Board to re-do the EVM History Matrix and appropriate MDP.

PART C: Enrollment in the ESCP is a significant commitment both in terms of training and work experience. **As a result, a CTMA element shall be added to the Applicant's IPP to ensure that the Applicant's performance in the ESCP impacts their overall performance appraisal.** An example of a CTMA element related to the ESCP is provided here:

CTMA: Participation in the Earned Value Management Specialist Certification Program (ESCP)

- *Attribute (Timeliness)*

Fully Successful Level: Submits 75% (3 out of 4) of quarterly ESCP status reports to the ESCP Progress Tracker Portlet on or before the suspense date.

Outstanding Level: Submits 100% (4 out of 4) of quarterly ESCP status reports to the ESCP Progress Tracker Portlet on or before the suspense date.

Data Source: EV Center ESCP Database

- *Attribute (Utility)*

Fully Successful Level: Completes (Entry, Journeyman or Expert) level certification exam with a score of 80 - 89%

Outstanding Level: Completes (Entry, Journeyman or Expert) level certification exam with a score of 90% or better

Data Source: EV Center ESCP Database

The Applicant's e-IDP shall be updated to include all of the required coursework and work experience as specified in the "ESCP Learning Maps" (ESCPI-105). The courses and work experience that is NOT required within the ESCP Learning

Maps may be added to the Applicant's e-IDP – though it is not required as part of this form. Additional criteria for adding coursework and work experience to the Applicant's e-IDP is as follows: **all Applicants who are responsible for duties within the “EVM Predictive Analysis” and/or “EVM System Surveillance” key EVM functions shall add all of the required courses and work experience from the “Entry Level Learning Map” and “Journey Level Learning Map” (ESCPI-105) to their e-IDP and time phase accordingly. All Applicants who are responsible for duties within all three key EVM functions (“EVM Predictive Analysis”, “EVM System Surveillance”, and “EVM Compliance Reviews”) shall add all of the required courses and work experience from the “Entry Level Learning Map”, “Journey Level Learning Map”, and “Expert Level Learning Map” (reference ESCPI-105) to their e-IDP and time phase accordingly.**

Another Example CTMA:

1e. CONTRIBUTION TO MISSION ACCOMPLISHMENT (CTMA) - Participate in EVM Specialist Certification Program (ESCP). EVM Specialists certified at the Entry level within two years, Journey four years, and Expert six years. Timeline starts upon acceptance into the ESCP Program.

Fully Successful: Attends courses and completes ESCP work experience specified in the Individual Development Plan (IDP) that are within EV Specialists control; receive a passing evaluation on ESCP (Entry, Journey, Expert) level certification exam with a score of 80-90%; all courses and work experience is completed within the specified time frame; exhibits an understanding of courses/training activities and learning objectives. Submits 75% of quarterly ESCP status reports to the ESCP Progress Tracker Portlet on or before the suspense date. ESCP documentation requires minimum rework, is completed on time, and meets all content requirements.

Outstanding: All of the above, plus exhibits an understanding of learning objective by applying the knowledge in the work environment. Receive a passing evaluation on ESCP (Entry, Journey, and Expert) level certification exam with a score of 90%. Submits 100% of quarterly ESCP status reports to the ESCP Progress Tracker Portlet on or before the suspense date. ESCP documentation is completed in a superior manner.

PART D: The Applicant, the Applicant's Training Coordinator, and the Applicant's Supervisor sign and provide the requested information. The priority is selected based upon the following criteria: **All Applicants, regardless of job series, who are currently performing duties in one or more of the three key EVM functions (“EVM Predictive Analysis”, “EVM System Surveillance”, “EVM Compliance Reviews”) shall select “Mission Essential (Priority 1).” All personnel identified as backups shall select “Skill Replacement (Priority 2).” All personnel who are seeking career enhancement training shall select “Career Enhancement (Priority 3).”** Note that individuals in this category must have access to an acquisition program with EVM on contract.

PART E: (for ESCP Board use only) **The ESCP Board shall review the enrollment application and the attachments and either accept or decline the application. The ESCP Board shall provide rationale for declining an application in the space provided. The ESCP Board shall determine the Applicant's level (Entry, Journey, or Expert) in the ESCP by evaluating all three attachments (EVM History Matrix, first page of MDP, and Equivalency Request [if any]) to the enrollment application.** Acceptance into the program primarily based upon priority. Priority 1 applications will be accepted – provided that the form and its attachments were filled out correctly. Applications coded as priority 2 or 3 will be evaluated primarily based upon the availability of the required training courses and work experience opportunities. **Also, for Applicants entering the ESCP at the Entry or Journey level, the ESCP Board shall assign a Mentor and document the relevant information in the form. For Applicants entering the ESCP at the Expert level, the ESCP Board shall assign one or more Protégés and document the relevant information in the form. Finally, the ESCP Board shall return a copy of the accepted/declined application to the Applicant and retain a copy of the accepted/declined application in the ESCP Database.**